

# LOGIN INFORMATION

The screenshot shows a web browser window with the address bar displaying <https://www.state.sd.us/applications/DP42LaunchPad/ChangePassword.aspx?Action=N8Star>. The page features the South Dakota state logo and the title "Launchpad Change Password". Below the title, a red message reads "Please create a password". The form contains two input fields: "New Password:" and "Confirm New Password:", both masked with asterisks. Below these fields are "Save" and "Cancel" buttons. At the bottom, a red note states: "Please create a password with a mix of at least six numeric and alphabetic characters. Do not base your password on something that can be easily guessed or obtained using personal information."

1. When logging in for the first time or when you need to have your password reset by the State, you will be given a system generated password that will allow you to login to STARS. Once logged in, you will be required to establish a new password that you can personalize and keep confidential. Please keep this password in a safe place and where you can reference it if you should forget the information.
2. As indicated above you will need to enter the new password twice and the composition of the password will need to be a mix of at least six numeric and alphabetic characters.

The screenshot shows a Microsoft Internet Explorer window titled "Launchpad Logon - Microsoft Internet Explorer provided by State of South Dakota". The address bar shows <https://www.state.sd.us/applications/DP42LaunchPad/Logon.aspx>. The page displays the South Dakota logo and the title "Launchpad Applications for State of South Dakota". Below the title, the form has two input fields: "Login Name:" with the value "AZBXYAHS001" and "User Password:" masked with asterisks. A "Submit" button is located below the password field. A blue note at the bottom reads: "Launchpad applications must only be accessed by authorized users."

1. When logging in you will need to enter the assigned Login Name that was issued by the State. The login name is not case sensitive.
2. Next enter the User Password that you developed which needs to be at least 6 characters in length to include numerical and alphabetical characters. The password field is case sensitive so remember to enter your password exactly as developed.

The screenshot shows a web browser window with the address bar displaying `https://www.state.sd.us/applications/DP42LaunchPad/ChangePassword.aspx?UID=cmzyib55r`. The page features the South Dakota state logo and a blue header bar with the text "Launchpad Change Password". Below the header, there are three input fields labeled "Old Password:", "New Password:", and "Confirm New Password:". To the right of each label is a text input box. Below these fields are two buttons: "Save" and "Cancel". At the bottom of the form area, there are two lines of red text: "Please create a password with a mix of at least six numeric and alphabetic characters." and "Do not base your password on something that can be easily guessed or obtained using personal information." The browser's status bar at the bottom shows "Done" and a "Trusted sites" icon.

1. User Passwords will need to be changed every 6 months and the system will prompt you when the time period comes due. To proceed enter in your current password (old) and enter the new password above in the New Password and Confirm New Password fields.
2. If you have your old password stored in your computer this will need to be removed otherwise the wrong password will be inserted in the Password field. To delete your old password stored in your computer, click on the Tools menu on Internet Explorer, then Internet options and then Content, Auto Complete and then Clear Password.